

Brenda Wallace Reading And Computer Usage Policy

On May 4th, 2001 Laurentian University officially opened the Brenda Wallace Reading Room and Computer Room (B.W.R.R. & C.C.). This addition to the J.N. Desmarais Library provides a relaxed, comfortable atmosphere with a spectacular view of Lake Nephawin, and a fully equipped 20 workstation computer centre.

As a matter of philosophy and practice the primary user group of the B.W.R.R. are the current students, faculty, staff and alumni of Laurentian University, during the Library's regular business hours.

As a matter of philosophy and practice, the B.W.C.C. will be used for instruction when required and when not booked will be open as a computer lab.

Booking of the B.W.R.R. will be managed by the J.N. Desmarais - Administration office.

Booking of the B.W.C.C. will be managed by the Instruction and Information Department - J.N. Desmarais Library and can be booked by any of the librarians.

The following procedures will guide the operation of the B.W.R.R.

1. During regular business operating hours of the J.N. Desmarais Library, the B.W.R.R. will be available to students, faculty, staff, alumni and other approved users of the library.

Usage of the room during these regular business hours will be governed by the Library Policies and Procedures.

2. During the University's academic year (September 1st to April 30th) the B.W.R.R. will be available for booking after 5 p.m. only. These bookings may be restricted during the University examination periods (as determined by the Library policies).
3. Outside the University academic year (May 1st to August 30th), the B.W.R.R. will be available in priority order to the following groups:

Student Groups
University Employees
Members of the Wallace/Fielding Families
Laurentian Alumni
Other External (University related)

4. All arrangements relating to the B.W.R.R. usage will be the responsibility of the individual representing the group. Such areas include: parking, security, catering, room access, library notification, etc...

All required contact information will be made available through the J.N. Desmarais Library - Administration Office, ext. 3302

Room Usage Fees:

For use of the B.W.R.R. outside regular Library hours and outside the University academic year, a user fee will be applied. Funds generated will be pooled in a B.W.R.R. Periodical Fund, used to supply newspapers, magazines, and periodicals for the users of the room.

A nominal fee of \$50 will be applied to all user groups.

The fee will be payable to:

**Laurentian University
J.N. Desmarais Library
Administration Office**